

CITI TRAINING WEBSITE

Instructions for FCOI Modules

| NEW USERS |
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| Visit the CITI homepage: https://www.citiprogram.org/ . Choose the New Users "Click here to register" link. |
| Steps 1-8: Registration |
| <ol style="list-style-type: none"> 1. Select UH as your affiliated institution in the "Participating Institutions" dropdown menu (type "Houston" to see the list) 2. Create a username and password. 3. Provide a security question and answer. 4. Enter your name. 5. Enter your email address (Use xxxx@uh.edu). |
| 6-8. Answer questions. |
| Click " Submit " |
| Step 2: Confirmation of Institution |
| Confirm your registration with the University of Houston. |
| Click " Submit " |
| Step 3: Courses |
| This page lists the courses that need to be completed according to your selections in the prior pages. Among them, you should see the following: Conflict of Interest in Research Course . (Results from answering "Yes" in page 3, question 5.) |
| Click " Enter " to begin taking this course's first module: Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules . |
| Once this module is complete (including quiz), continue to the second module: Institutional Responsibilities as They Affect Investigators . |

| REGISTERED MEMBERS |
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| Visit the CITI homepage: https://www.citiprogram.org/ |
| Log in with your username and password. *Please update your "Preferred email" to your xxx@uh.edu email in your profile. |
| If University of Houston is already listed as your affiliated institution, continue to Step 1. If not, select "Add Affiliation" and add "University of Houston." |
| Step 1: Select "University of Houston – View Courses" |
| Step 2: Learner Tools for University of Houston "Add a Course" |
| 1-Answer "yes" to question 1, "Conflict of Interest" |
| 2-8. You may also choose additional courses (e.g., Human Subjects) by answering the other questions. |
| Click " Submit " |
| Step 3: Courses |
| When you return to your course listings page, you should see a list of "Courses Ready to Begin." |
| Click " Start Now " to begin taking this course's first module: Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules . |
| Once this module is complete (including quiz), continue to the second module: Institutional Responsibilities as They Affect Investigators . |

A score of 80% is required on BOTH modules to fulfill the education requirement for FCOI. You may print out your certificate for your records. You do not need to send this certificate to the Division of Research as we have access to the transcripts. However, to expedite DOR acknowledgment of the completion, please send an email to COI@central.uh.edu to indicate that the requirement has been completed.